

Evacuation of Facilities in Disasters Systems (eFINDS) – Facility Trainers
eFINDS Train the Trainer
BP1 HPP Deliverable #7

<p>Background: eFINDS is a tracking system/application on the Health Commerce System (HCS) that should be used by a healthcare facility in the event of an emergent, urgent or planned evacuation. The application captures minimal amounts of data and allows facilities to track the patient/resident movement to other facilities, facility types or temporary shelters.</p> <p>Hospitals that need to build capacity or need to replace an eFINDS facility-based trainer who can no longer fulfill this responsibility should send a staff person to this training.</p>	<p>Training Date:</p> <p>May 16, 2018 @ 9:00am - 3:00pm Catholic Health 144 Genesee Street Buffalo, NY 14203 Class 1B</p> <p>June 12, 2018 @ 9:00am - 3:00pm Erie County Medical Center 462 Grider Street Buffalo, NY 14215 IT Computer Classroom LG28</p> <p>June 27, 2018 @ 9:00am - 3:00pm Strong Memorial Hospital 415 Elmwood Avenue Rochester, NY 14642 Training Learning Lab, Room 2-8513</p>
<p>Purpose of Training: It is critical that all facilities ensure an adequate number of staff trained in the use of the eFINDS system and equipment. Therefore, the goal of this training is to develop a cadre of eFINDS facility based trainers who can conduct eFINDS Facility Based Training.</p>	<p>Registration: To ensure that each participant has an active HCS account and has been assigned the role of eFINDS Reporting Administrator prior to registering for training a new registration process has been established. This process may take time so you <u>should start the process at least a month in advance of training</u> by following instructions below.</p>
<p>Target Audience: Staff person(s) who will be responsible for conducting eFINDS Facility-Based Training in their facility.</p>	<p>Direct Questions Regarding Training To: Finger Lakes Regional Training Center Anne M. D'Angelo or Eileen Spezio Phone: (585) 758-7640 anne_dangelo@urmc.rochester.edu eileen_spezio@urmc.rochester.edu wrhepc.urmc.edu</p>
<p>Prerequisites: Completion of the CTI-502 eFINDS webinar course (found on LMS) or have viewed the recording of the course and/or possess a working knowledge of eFINDS. CTI-502 Recorded Session is also available.</p>	<p>Questions Regarding NYSDOH Learning Management System (LMS): Direct questions to edlearn@health.ny.gov</p>
<p>Required Equipment/Supplies:</p> <ul style="list-style-type: none"> • NYSDOH issued eFINDS Scanner • 9 unused eFINDS training/demo barcodes per workstation • Laptop if training is NOT in computer lab • eFINDS Quick Reference Card <p>eFINDS Resource Materials:</p> <ul style="list-style-type: none"> • https://commerce.health.state.ny.us (Documents > Hospital > Preparedness > E-FINDS) 	<p>eFINDS Technical Questions/Issues: Direct questions to hcsoutreach@health.ny.gov</p> <p>eFINDS General Questions/Assistance: Direct questions to efinds@health.ny.gov</p>

1. To enroll in **Evacuation of Facilities in Disasters System (eFINDS) TtT BP1** click https://commerce.health.state.ny.us/public/hcs_login.html

If you have an active HCS User Id and Password please enter and then click “Sign In” and proceed to Step 2.

If you do not have a HCS User ID and Password, you should contact your HPN Coordinator. If your User ID and Password have expired, then you should contact Commerce Accounts Management Unit (CAMU) at 866-529-1890.

Once you have an account, sign in to HCS by clicking on link in Step 1.

The screenshot shows the HCS Login interface. At the top, a purple header bar reads "HCS Login". Below it is a white input area containing two text fields: "User ID" and "Password", each with a red arrow pointing to it. Below these fields is a message: "The sharing of user accounts is strictly forbidden. Repeat offenses may result in the permanent removal of your account." To the right of this message is a "Sign In" button, which also has a red arrow pointing to it. At the bottom of the page, there is a dark blue footer bar with white text. On the left side of this bar are two links: "Forgot your password?" and "Or sign up for an account: Lic. Med. Prof.". On the right side are two links: "Forgot your user ID?" and "All Others". Red arrows point from the text "Forgot your password?", "Forgot your user ID?", and "All Others" to their respective links.

2. Once you log into HCS successfully you should click the eFINDS 2017 Train the Trainer icon under Important Health Events.

Important Health Events



3. If you have been assigned an eFINDS Administrator role by your facility's HCS Coordinator, you will be able to register for training. Click "Register Now" and follow Step 4.

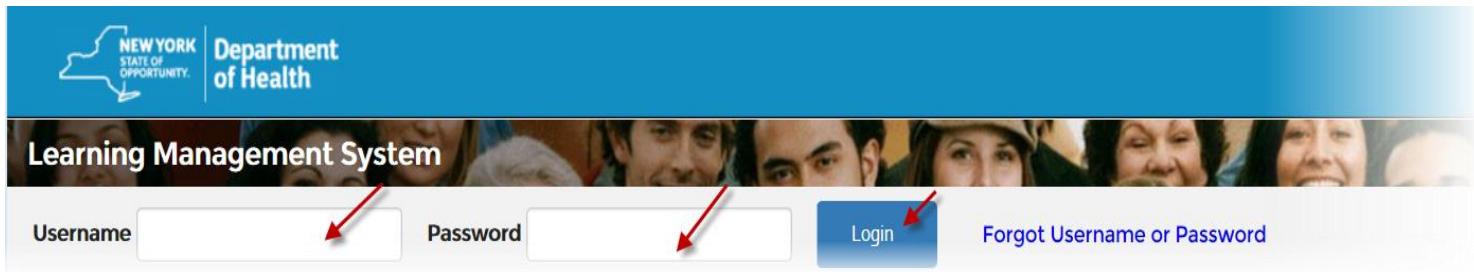
If you are not currently assigned to an eFINDS Administrator role you will not be able to register for the training. You should contact your facility's HPN Coordinator and request that you be assigned to the role of **eFINDS Administrator**. Once assigned as an Administrator, you should repeat Step 1.

e-FINDS

You have a valid HCS user account, however, access to this application must be approved by your organization's HCS Coordinator. Please contact your HCS coordinator for approval to access this application and to be assigned an appropriate e-FINDS role. For your convenience, your coordinators are listed below.

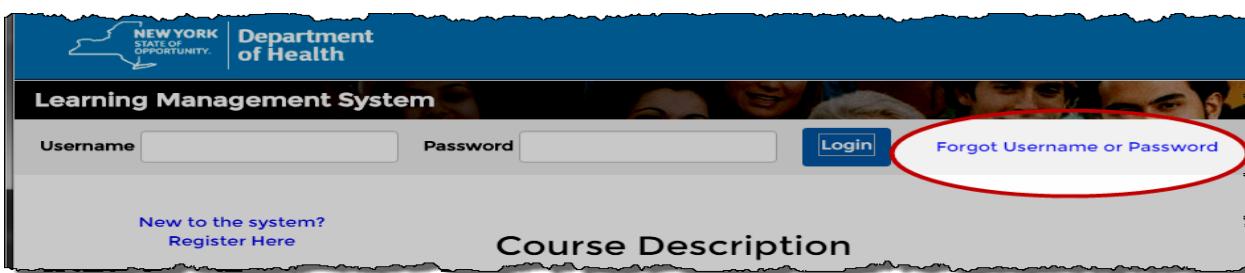
4. Enroll in eFINDS Training in LMS

After clicking "Register Now" (Step 3) you will be taken the NYSDOH Learning Management System (LMS) to enroll in eFINDS training. If you have a LMS Username and Password enter that information and click "Login". If you forgot your LMS Username and Password proceed to Step 6. If you are new to the system proceed to Step 7.



5. Click "Enroll" for the training date and location you want to attend.

6. If you forgot your Username and Password use the "Forgot Username or Password" function on the top of Home Page.



7. If you are new to the system then click “New to the System” and complete registration form.



- Choose **your own** username and password
- Fill in all required fields, denoted with an asterisk (*)
- Please include your **organization's name** in the first line of your work address
- Birth year, while not required, is requested to help identify duplicate records
- Please include your Agency Information
- Click “**Submit Your Registration**”

8. Once you have created your LMS account, return to Step 1.